

***CBS Detail Labor Adjustments  
& Summary Level Transfers  
Users Guide***

***NFC005 Detailed Labor Cost Adjustments***

**Table of Contents**

4.0	NFC005 Detail Labor Cost Adjustments.....	4-1
4.1	NFC005 Detail Labor Cost Screen Elements.....	4-1
4.2	Explanation (Notes) Window.....	4-3
4.3	Define Query Criteria Screen Elements.....	4-4
4.4	Detail Labor Cost Update Screen Elements.....	4-7
4.6	Query for a Labor Cost Record.....	4-12
4.7	Updating a Labor Cost Record.....	4-15
4.8	Updating a Explanation Record.....	4-22
4.9	Detail Labor Cost Certification Form.....	4-23
	4.9.1 Printing a Detail Labor Cost Certification Form.....	4-23
	4.9.2 Detail Labor Cost Adjustment Certification Form Example.....	4-25
4.10	Notification Email to FRD.....	4-27

This page was intentionally left blank.

## CBS Detailed Labor Adjustments & Summary Level Transfers

### 4.0 NFC005 Detail Labor Cost Adjustments

This section of the documentation encompasses the screens used for recording Detail Labor Cost Adjustments (DLAs). A DLA is used to adjust the hours, amount, or ACCS previously charged to an incorrect ACCS for each individual detail record. These corrections are made at the employee level correcting one record at a time. This method provides a detailed audit trail for each transaction that would include the original record and all correction and reversal records.

The FMC users are responsible for:

- ◆ Creating the DLA in CBS,
- ◆ Printing the DLA Certification Form,
- ◆ Retaining the Certification Form at least until FRD approves the adjustment,
- ◆ Emailing FRD in Germantown a request to approve DLA.

The DLA will not be posted to the CFS Trial or Funds tables until it has been approved by the FRD. The FRD email address for DLAs is **DetailLaborNotification@noaa.gov**.

### 4.1 NFC005 Detail Labor Cost Screen Elements

The Detail Labor Cost screen is used to display detail labor cost records. Using this screen users may browse detail labor cost records and select the desired record for update or investigation. An example of the NFC005 Detail Labor Cost List is displayed below:

The screenshot shows a software window titled "UNITED STATES DEPARTMENT OF COMMERCE - [DETAIL\_LABOR\_COST\_LIST]". The window has a menu bar with "Action", "Edit", "Transaction", "Maintenance", "Help", and "Window". Below the menu bar is a toolbar with various icons. The main area is titled "Detail Labor Cost" and contains a table with the following columns: Emp #, Name, Pay Period Covered, GL Date, Project, Task, Object Class, Hours, Amount, and Appr'd. The table has 10 rows. Below the table, there are input fields for "GJ #", "GJ Post Date", "Fund Code FY", "Tran Code", and "ACCS". An "Update Detail" button is located at the bottom right of the screen.

## CBS Detailed Labor Adjustments & Summary Level Transfers

The Detail Labor Cost screen contains the following data elements:

<i>Field /Button Name</i>	<i>Description</i>
<b><i>Employee Number</i></b>	Employee's Department of Commerce Employee Number.
<b><i>Name</i></b>	Name of the Department of Commerce employee.
<b><i>Pay Period Covered</i></b>	Pay Period Year and Number the labor cost record covered.
<b><i>GL Date</i></b>	General Ledger end date for posting labor cost records.
<b><i>Project Code</i></b>	The code that uniquely identifies the project within a bureau.
<b><i>Task Code</i></b>	Project Task Code segment of the Standard CFS ACCS.
<b><i>Object Class</i></b>	Hierarchical structure consisting of the Object, Subobject, Sub-subobject, and Function codes that uniquely identifies an object class.
<b><i>Hours</i></b>	Labor cost hours. Zero for benefit records.
<b><i>Amount</i></b>	Dollar amount of transaction.
<b><i>Approved Flag</i></b>	If checked, the detail labor cost record has been approved and posted to the Funds Balance and Trial tables.
<b><i>General Journal Number</i></b>	Control number assigned to the detail labor cost record in the General Journal.
<b><i>General Journal Post Date</i></b>	Date the detail labor cost record was created in the General Journal.
<b><i>Fund Code Fiscal Year</i></b>	Fiscal Year the funds were obligated.
<b><i>Trans Code</i></b>	The transaction code determines the appropriate General Ledger accounts affected by this transaction.
<b><i>ACCS</i></b>	Code made up of individual elements of the full ACCS (i.e., bureau, project, task, fund, program, organization, and object class). The ACCS is used to derive the transaction code which is used to record the general ledger impact.
<b><i>Update Detail</i></b>	Button used to display the Detail Labor Cost Update window.

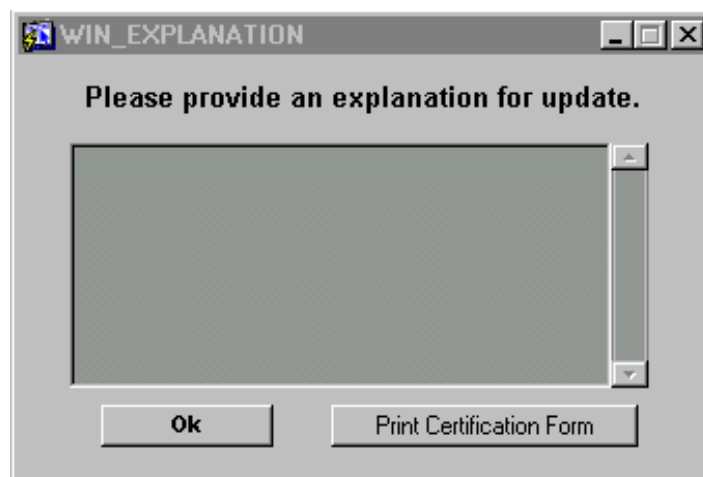
## 4.2 Explanation Window

A Explanation pop-up window is used to record a brief explanation (i.e., note) for an adjustment. When creating an adjustment record, the system will not allow the user to save that record without some unedited text in the Explanation. The explanation note entered in the Explanation pop-up window will be attached to both the adjustment and reversal record. Enter text characters only; no special characters. Once an explanation has been entered, the **Notes** icon on the menu bar will be enabled.

*Note: The **Print Certification Form** button is disabled when accessing the Explanation pop-up screen using this method*

Users may also update a note from the Detail Labor Cost screen. Selecting a record and clicking on the Notes Icon on the Menu bar will display an existing Note record. This option allows the users to modify the note for the selected adjustment or reversal record. This method does not generate a new adjustment or reversal record.

*Note: The **Print Certification Form** button is enabled when accessing the notes screen using this method.*



The Explanation Window contains the following fields:

<i>Field Name</i>	<i>Description</i>
<b>Untitled (Explanation)</b>	Field used to enter a the reason for an adjustment. Enter text characters only. Special characters, such as the apostrophe ( ' ) may cause problems between your browser and CITRIX.
<b>OK</b>	Button used to accept any changes and return to the detail window.

## CBS Detailed Labor Adjustments & Summary Level Transfers

<i>Field Name</i>	<i>Description</i>
<b><i>Print Certification Form</i></b>	Button used to generate the Detail Labor Cost Adjustment Certification Form.

### 4.3 Define Query Criteria Screen Elements

The Define Query Criteria Window is used to perform an extensive and exact search for detail labor cost records to display on the Detail Labor Cost screen. This window provides the user with the ability to search for records by entering search criteria in one or more of the following fields:

Employee Number or Name	Pay Period Covered Year and Number range
GL End Date range	Fund Code Fiscal Year range
Fund Code range	Project and Task
Object Class range	Transaction Code
Hours range	Amount range
GJ Number range	GJ Post Date range
Approval Status	

In addition, wildcard (i.e., %) searches may be performed on Employee Name, Project, Task, and Transactions Code.

Developer/2000 Forms Runtime for Windows 95 / NT - [QUERY\_CRITERIA]

Action Edit Transaction Maintenance Help Window

**Define Query Criteria**

Employee Number: [ ] Or Name [ ]

Pay Period Covered: From [ ] - [ ] To [ ] - [ ]

GL Date: From [ ] To [ ]

Fund Code FY: From [ ] To [ ]

Fund Code: From [ ] To [ ]

Project: [ ]

Task: [ ]

Object Class: From [ ] [ ] [ ] To [ ] [ ] [ ]

Transaction Code: [ ]

Hours: From [ ] To [ ]

Amount: From [ ] To [ ]

GJ Number: From [ ] To [ ]

GJ Post Date: From [ ] To [ ]

Status

☐ Approved

☐ Not Approved

OK Clear Cancel

## CBS Detailed Labor Adjustments & Summary Level Transfers

The Define Query window contains the following fields:

<b>Field /Button Name</b>	<b>Description</b>
<b>Employee Number</b>	Field used to search for labor cost records by Employee's Department of Commerce Employee Number. <i>Note: The system disables the Employee Number field when a value is entered into the Name field. When the system disables a field, it clears the field's contents.</i>
<b>Name (LOV)</b>	Field used to search for labor cost records by Name of the Department of Commerce employee. Users may enter an absolute value or value with a wildcard to search for a name. <i>Note: The system disables the Name field when a value is entered into the Employee Number field. When the system disables a field, it clears the field's contents.</i>
<b>Pay Period Covered</b>	Fields used to define a range to search for labor cost records by Pay Period Calendar Year and Number. The Pay Period Covered has two components, a Pay Period Year (before the "-") and a Pay Period Number (after the "-"). A Pay Period Year has many Pay Periods, therefore users must always input a Pay Period Year when defining a query that includes a Pay Period Number. Users may enter a range for Pay Period Covered by filling in both the From and To fields. The range may be for just the Pay Period Year or Year and Pay Period Number. If entering a value into the From field(s) only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the Pay Period Covered Year To field until a value is entered into the Pay Period Covered Year From field. The system disables the Pay Period Covered Number To field until a value is entered into the Pay Period Covered Number From field and Pay Period Year Covered To fields. When the system disables a field, it clears the field's contents.</i>
<b>GL Date</b>	Fields used to define a range to search for labor cost records by General Ledger end date for posting labor cost records. Users may enter a range for GL Date by inputting values into the GL Date From and To fields. If entering a value into the GL Date From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the GL Date To field until a valid date is entered into the GL Date From field.</i>
<b>Fund Code Fiscal Year</b>	Fields used to define a range to search for labor cost records by Fund Code Fiscal Year. Users may enter a range for Fund Code FY by inputting values into the Fund Code FY From and To fields. If entering a value into the Fund Code FY From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the Fund Code FY To field until a valid date is entered into the Fund Code FY From field.</i>

## CBS Detailed Labor Adjustments & Summary Level Transfers

<b>Field /Button Name</b>	<b>Description</b>
<b>Fund Code</b>	Fields used to define a range to search for labor cost records by Fund Code. Users may enter a range for the Fund Code by inputting values into the Fund Code From and Fund Code To fields.
<b>Project Code (LOV)</b>	Fields used to define a range to search for labor cost records by Project Code. Users may enter an absolute value or values with a wildcard to search for a Project Code.
<b>Task Code (LOV)</b>	Fields used to define a range to search for labor cost records by Task Code. Users may enter an absolute value or a values with a wildcard to search for a Task Code.
<b>Object Class</b>	Fields used to define a range to search for labor cost records by Object Class Code. Users may enter a range for Object Class by inputting values into the Object Class 1 - 4 From and To fields. If entering a value into the Object Class From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the Object Class 2-4 fields until a valid value is entered into the corresponding Object Class 1 field. A complete Object Class must be entered.</i>
<b>Transaction Code (LOV)</b>	Fields used to define a range to search for labor cost records by CFS Transaction Code. Users may enter an absolute value or a values with a wildcard to search for a Transaction Code.
<b>Hours</b>	Fields used to define a range to search for labor cost records by labor cost hours. Users may enter a range for Hours by inputting values into the Hours From and To fields. If entering a value into the Hours From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the Hours To field until a value is entered into the Hours From field.</i>
<b>Amount</b>	Fields used to define a range to search for labor cost records by the dollar amount of the transaction. Users may enter a range for Amount by inputting values into the Amount From and To fields. If entering a value into the Amount From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the Amount To field until a valid dollar amount is entered into the Amount From field.</i>
<b>GJ Number</b>	Fields used to define a range to search for labor cost records by the control number assigned the detail labor cost record. Users may enter a range for GJ Number by inputting values into the GJ Number From and To fields. If entering a value into the GJ Number From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the GJ Number To field until a valid number is entered into the GJ Number From field.</i>



## CBS Detailed Labor Adjustments & Summary Level Transfers

<i>Field /Button Name</i>	<i>Description</i>
<b>GJ Post Date</b>	Fields used to define a range to search for labor cost records by the date the detail labor cost records were created in the General Journal (GJ). Users may enter a range for General Journal Post Date by inputting values into the GJ Post Date From and To fields. If entering a value into the GJ Post Date From field only, the query definition is an "equal to" instead of a range. <i>Note: The system disables the GJ Post Date To field until a valid date is entered into the GJ Post Date From field.</i>
<b>Status</b>	Check box used to search for labor cost records that are approved, not approved, or both.
<b>OK</b>	Button used to execute the query.
<b>Clear</b>	Button used to clear all fields in the window.
<b>Cancel</b>	Button used to cancel any changes to the existing query definition and return to the Detail Labor Cost screen without executing a new query.

### 4.4 Detail Labor Cost Update Screen Elements

The Detail Labor Cost Update Window displays all the pertinent information stored in the General Journal Employee Table for the labor cost record selected in the Detail Labor Cost screen. The primary use of the detail window is to update detail labor screen records.

**UNITED STATES DEPARTMENT OF COMMERCE - [DETAIL\_LABOR\_COST\_UPDATE]**

Action Edit Transaction Maintenance Help Window

**CFS Fields**

Emp #: 5423

Name: SMITH, BOB A.

Stat Units: HOURS

Quantity: 195.00

Amount: 3,058.41

Project: 0220000 Task: 000

Fund: 21 Fiscal Year: 1997

Program: 10 02 07 00

Organization: 11-15-0052-00-00-00-00

Object Class: 11 10 30 25

User Defined: 000000

Trans Code: B7010H Direct Flag: 0

Doc Source: NONE

Document #: 00029703

Document Type: 71

Reference: 521400700220081851

Update ACCS

**Source System Fields**

Source System: ACCS Type:

Batch Date: 30-DEC-97

Fund: Fiscal Year:

Project: Task:

NFC Org Code:

User Defined: Other Code:

Type of Appt: Type of Emp:

Object Class:

T&A Trans Code: - -

Spec Emp Cd:

County: City: State:

Occup:

PP Covered: 7 # 20

PP Process: 7 # 20

Pay Plan:

Schedule: Grade/Step:

FLSA:

Seq #: 100000

## CBS Detailed Labor Adjustments & Summary Level Transfers

The Detail Labor Cost Update contains the following fields:

<i>Field/Button Name</i>	<i>Description</i>
<b><i>CFS Fields</i></b>	
<b><i>Emp #</i></b>	Employee's Department of Commerce Employee Number. <i>Note: This field may not be updated.</i>
<b><i>Name</i></b>	Name of the Department of Commerce employee. <i>Note: This field may not be updated.</i>
<b><i>Stat Units</i></b>	Displays the type of units for the quantity. This field is usually "Hours". <i>Note: This field may not be updated.</i>
<b><i>Quantity</i></b>	(Required Field) Labor cost hours. Zero for benefit records. Unless splitting, the hours to go to a different ACCS, the user will not enter a value. The value will automatically be populated.
<b><i>Amount</i></b>	(Required Field) Dollar amount of transaction. Must be a valid numeric amount within the established ranges (from .01 to the remaining positive balance, or -.01 to the negative remaining balance). Unless splitting, the hours to go to a different ACCS, the user will not enter a value. The value will automatically be populated.
<b><i>Project</i></b>	The code that uniquely identifies a project within a bureau. Click on the <b>Update ACCS</b> button to open the ACCS window and update this field .
<b><i>Task</i></b>	Project Task Code segment of the Standard CFS ACCS. Click on the Update ACCS button to open the ACCS window and update this field.
<b><i>Fund</i></b>	Code that identifies a fund/appropriation within a bureau. <i>Note: This field is generated from the project.</i>
<b><i>Fiscal Year</i></b>	Fund Code Fiscal Year segment of the Standard CFS ACCS. Click on the Update ACCS button to open the ACCS window and update this field.
<b><i>Program</i></b>	Code that identifies a program (a hierarchical structure consisting of the Activity, Sub-activity, and Budget Line Item) within a bureau. <i>Note: This field is generated from the project.</i>
<b><i>Organization</i></b>	Code that identifies an organization within a bureau. Click on the Update ACCS button to open the ACCS window and update this field.
<b><i>Object Class</i></b>	Hierarchical structure consisting of the Object, Subobject, Sub-subobject, and function codes that uniquely identify and object class. Click on the Update ACCS button to open the ACCS window and update this field.
<b><i>User Defined</i></b>	User defined code segment of the Standard CFS ACCS. This field may have a sub-structure based on Bureau Specific Processing rules. Click on the Update ACCS button to open the ACCS window and update this field.

## CBS Detailed Labor Adjustments & Summary Level Transfers

<b>Field/Button Name</b>	<b>Description</b>
<b>Trans Code (LOV)</b>	(Required Field) A valid pro forma transaction code that determines the appropriate debit(s) and credit(s) for this transaction amount. Double clicking in this field will also display the List of Values. This field is generated when the ACCS is changed.
<b>Direct Flag</b>	The flag that defines if the project is a Direct or Reimbursable Project. This field is generated from the Project Code.
<b>Doc Source</b>	The code to uniquely identify the document from which the submission originates. <i>Note: This field may not be updated.</i>
<b>Document #</b>	Number assigned to the document. <i>Note: This field may not be updated.</i>
<b>Document Type</b>	Unique number indicating the type of document. <i>Note: This field may not be updated.</i>
<b>Reference</b>	User defined value for a supporting document or transaction. <i>Note: This field may not be updated.</i>
<b>Update ACCS</b>	Button used to display the ACCS window. The ACCS window is used to update the Project, Task, Organization, Object Class and User defined fields for the selected record.
<b>Source System Fields</b>	<i>Note: The following fields display the data from the National Finance Center (NFC). These fields cannot be updated.</i>
<b>Source System</b>	Identifies the source of the detail labor cost record. Values are 01(NFC) or 06 (NOAA Corp).
<b>ACCS Type</b>	Identifies the ACCS type as either “old” or “new”.
<b>Batch Date</b>	The date the interface file was created.
<b>Fund</b>	Fund Code sent from the source system and used for the payment by Treasury.
<b>Fiscal Year</b>	Fiscal Year for the labor cost record as defined by the source system.
<b>Project</b>	Project code sent from NFC. The source of this field is the T&A record.
<b>Task</b>	A code that identifies a task within a project. The source of this field is the T&A record.
<b>NFC Organization Code</b>	NFC Personnel Organization Code.
<b>User Defined</b>	A code made up of bureau specific elements sent from NFC. The source of this field is the T&A record. This field may have a sub-structure based on Bureau Specific Processing rules. The CFS Interface Program will re-map the values in this field as required.

## CBS Detailed Labor Adjustments & Summary Level Transfers

<i>Field/Button Name</i>	<i>Description</i>
<b><i>Other Code</i></b>	A code made up of additional bureau specific elements sent from the NFC. The source of this field is the T&A record. <i>Note: This field is not used by NOAA.</i>
<b><i>Type of Appointment</i></b>	Employee's type of appointment.
<b><i>Type of Employment</i></b>	Employee's type of employment.
<b><i>Object Class</i></b>	The code that identifies the NFC object class code. The interface converts this to a NOAA Object Class Code.
<b><i>T&amp;A Trans Code</i></b>	Number that represents the NFC T&A transaction codes.
<b><i>Special Employment Code</i></b>	The employee's special employment code sent from the NFC.
<b><i>County</i></b>	The county where the employee works or Duty Station.
<b><i>City</i></b>	The city where the employee works or Duty Station.
<b><i>State</i></b>	The state where the employee works or Duty Station.
<b><i>Occupation</i></b>	The code representing the employee's occupation.
<b><i>Pay Period Covered</i></b>	Pay Period Calendar Year and Number the labor cost record covers.
<b><i>Pay Period Processed</i></b>	Pay Period Calendar Year and Number the labor cost record was processed by the NFC.
<b><i>Pay Plan</i></b>	Two-digit code identifying the employee's pay plan.
<b><i>Schedule</i></b>	NFC Schedule Number–Disbursement schedule number for Treasury.
<b><i>Grade/Step</i></b>	Employee's grade and step.
<b><i>FLSA</i></b>	Identifies if the employee is covered by the Fair Labor Standards Act.
<b><i>Sequence Number</i></b>	Sequential Number assigned to each record in each set of data submitted by the NFC. Numbers begin with "1". Each record is given a unique number within its batch. Numbers start over for each batch received from the NFC.

## CBS Detailed Labor Adjustments & Summary Level Transfers

### 4.5 Account Classification Code Structure (dba094)

**ACCOUNT CLASSIFICATION CODE STRUCTURE (dba094)**

BUR FCFY PROJECT/ TASK FUND PROGRAM ORGANIZATION OBJECT CLASS

14 19WGK04 P00 02 09 01 01 000 10 01 0002 07 01 00 00 11 12 00 00

USER DEFINED FIELD

000000

NAME FUND CODE FISCAL YEAR

Ok Cancel

The primary function of the ACCS Window is to transfer the cost of a detail labor cost record to a different accounting code. The data appearing in the Fund and Program fields is derived from the data entered in the Project field. Authorized users may make changes in the Bureau, FCFY, Project/Task, Organization, Object Class, and User Defined fields only.

The Account Classification Code Structure window contains the following fields:

<i>Field/Button Name</i>	<i>Description</i>
<b><i>Bureau</i></b>	A code that uniquely identifies a bureau within the Department of Commerce. This code displayed is the bureau code from the NFC.
<b><i>FCFY</i></b>	The Fiscal Year in which the funds were appropriated by Congress.
<b><i>Project (LOV)</i></b>	The Code that uniquely identifies a project within a bureau. Double-clicking in the field will display a List of Values.
<b><i>Task (LOV)</i></b>	Project Task Code segment of the Standard CFS ACCS. Dependent on the project. Double-clicking in the field will display a List of Values.
<b><i>Fund</i></b>	Code that identifies a fund/appropriation within a bureau. This code is derived based on the Bureau and Project.
<b><i>Program</i></b>	Code that identifies a program (a hierarchical structure consisting of the Activity, Sub-activity, and Budget Line Item.) within a bureau. This code is derived based on the Bureau and Project.

## CBS Detailed Labor Adjustments & Summary Level Transfers

<i>Field/Button Name</i>	<i>Description</i>
<b><i>Organization</i></b> <i>(Level 1 through 7)</i> <i>(LOV)</i>	A code that identifies an organization within a bureau. Double-clicking in each of these fields will display a List of Values.
<b><i>Object Class</i></b> <i>(Level 1 through 4)</i> <i>(LOV)</i>	Hierarchical structure consisting of the Object, Subobject, Sub-subobject, and function codes that uniquely identifies a type of cost. Changing data in any Object Code field will clear all dependent Object Code fields. (i.e., a change to Object Code 2 will cause the system to clear Object Codes 3 & 4). Double-clicking in each of these fields will display a List of Values.
<b><i>User Defined field</i></b>	User defined code segment of the Standard CFS ACCS. This field is not used for payroll at NOAA and should always be "000000".
<b><i>Name</i></b>	Provides an interpretation for the selected field.
<b><i>OK</i></b>	Button used to accept any changes and return to the detail window.
<b><i>Cancel</i></b>	Button used to cancel any changes and return to the detail window.

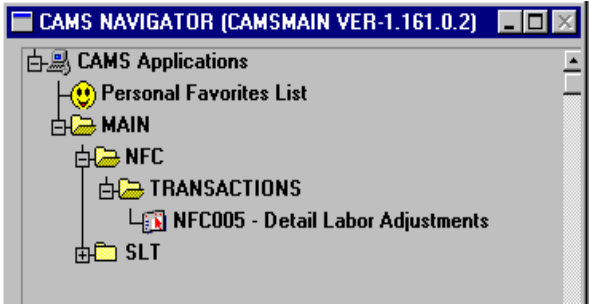

### 4.6 Query for a Labor Cost Record

The query feature is used to limit the number of records displayed in the Detail Labor Cost screen to those that meet specific criteria.

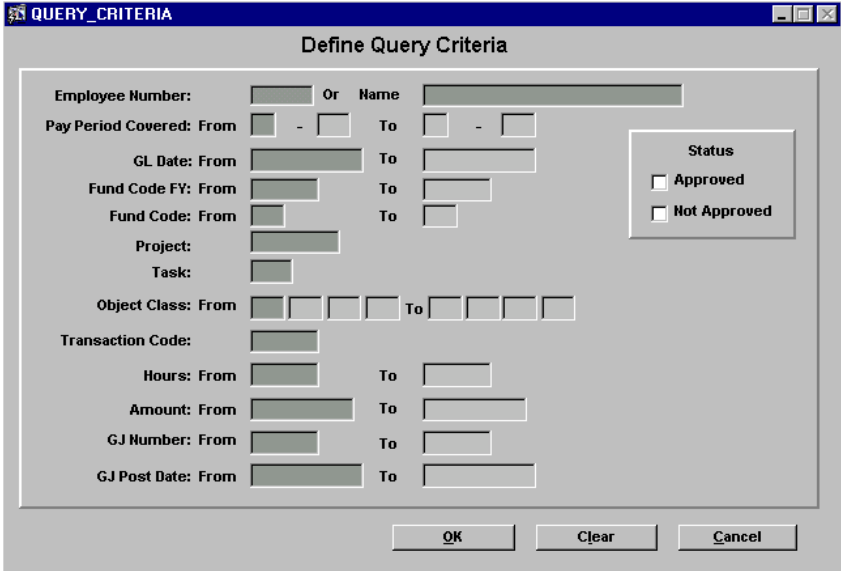
*Note: Users are able to query on numerous fields. However, using the employee number in the query criteria will provide faster results since the payroll interface file is indexed by employee number.*

To Query for a Labor Cost record follow the steps provided on the next page.

## CBS Detailed Labor Adjustments & Summary Level Transfers

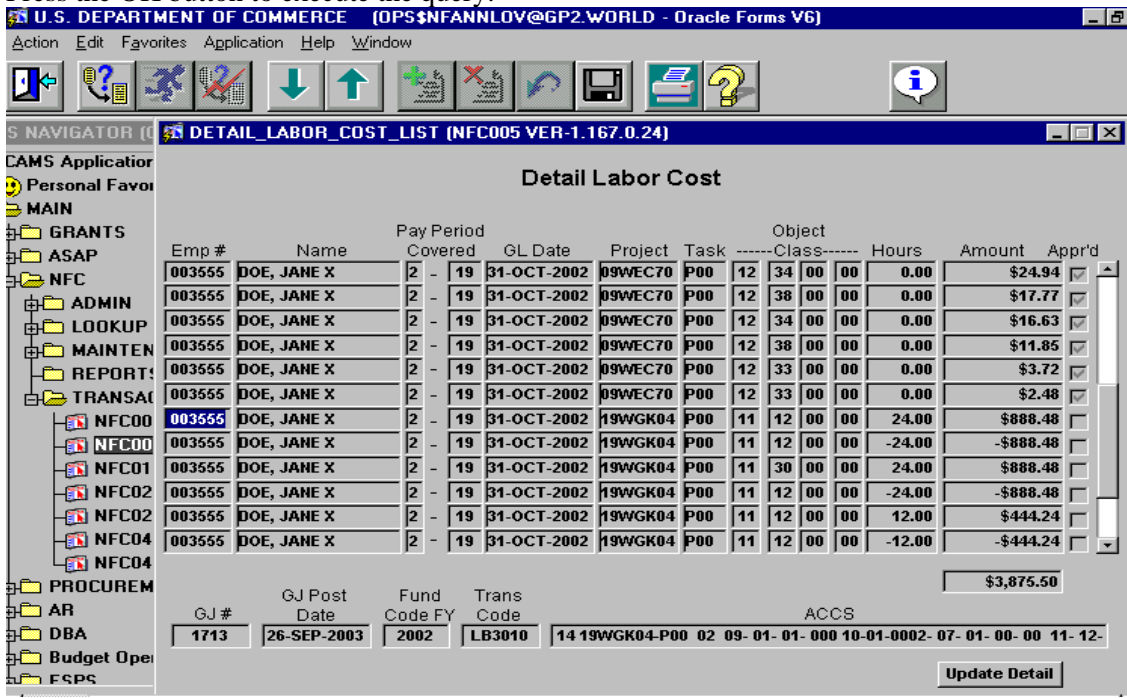
Step	Description
1	<p>Login into the CAMS GUI application.</p> <p><i>Note: Instructions are provided in Section 3.2 Login Procedures.</i></p>  <p>The CAMS Navigator menu will be displayed .</p> <p>To Access the Detail Labor Cost screen:</p> <ol style="list-style-type: none"> <li>1. Click the <b>MAIN</b> option on the Navigation tree.</li> <li>2. Click on the <b>NFC</b> Option from the Main expanded list.</li> <li>3. Click on the <b>TRANSACTIONS</b> option from the NFC expanded list.</li> <li>4. Double-click on the <b>NFC005- Detail Labor Adjustments</b> option on from the Transaction expanded list.</li> </ol> <p><i>Note: The Navigation Tree may display different options for each user based on their access level.</i></p> <p>The Detail Labor Cost screen will be displayed.</p>
2	<p>Press the</p>  <p>icon on the toolbar.</p>

## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
3	<p>The Detail Labor Cost - Define Query Criteria screen will be displayed.</p>  <p>Enter the query criteria in one or more of the following data fields:</p> <ul style="list-style-type: none"> <li>◆ Employee Number or Name</li> <li>◆ Pay Period Covered Year and Number range</li> <li>◆ GL End Date range</li> <li>◆ Fund Code Fiscal Year range</li> <li>◆ Fund Code range</li> <li>◆ Project and Task</li> <li>◆ Object Class range</li> <li>◆ Transaction Code</li> <li>◆ Hours range</li> <li>◆ Amount range</li> <li>◆ GJ Number range</li> <li>◆ GJ Post Date range</li> <li>◆ Approval Status</li> </ul> <p>Wildcard (%) searches may be performed on Employee Name, Project, Task, and Transactions Code.</p> <p><i>Note: The NFC Payroll File is indexed on Employee Number. Therefore, using the Employee Number in searches will display results faster.</i></p>



## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
4	<p>Press the OK button to execute the query.</p>  <p><i>Note: Pressing the OK button without entering any query criteria will display all detail labor costs records on the Detail Labor Cost .</i></p> <p>The Detail Labor Cost screen will appear on the screen displaying all records that match the query criteria entered.</p>
5	<p>Use the Up and Down arrow buttons or the side slide bar to browse through the list of records that meet the query criteria.</p>

### 4.7 Updating a Labor Cost Record

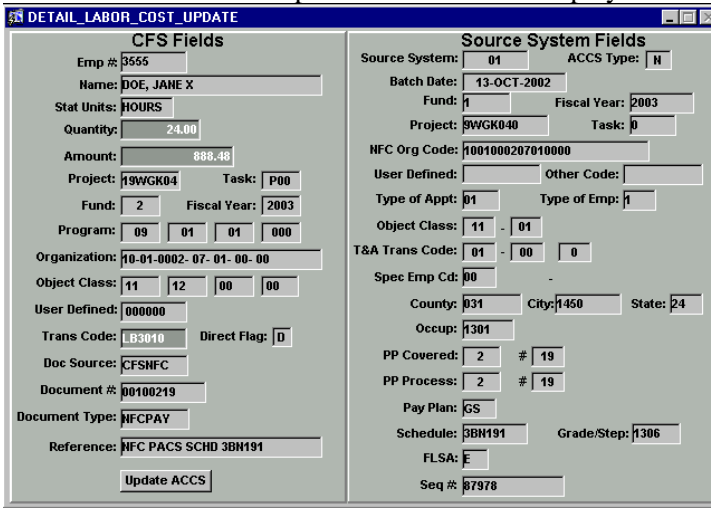
The update function is used to transfer labor cost to another Accounting code. When making a correction, the system will ensure that the debits and credits, resulting from the changes to the amount, are balanced. When saving the adjustment record, a adjustment and reversal transaction reflecting the change will appear in the Detail Labor Cost Screen in a unapproved status. The reversal and adjustment records will not be posted to the CFS Trial and Funds Control Tables until they have been approved on the Detail Labor Cost Approval Window by the appropriate Approving Official.

On the Detailed Labor Cost screen only one ACCS value is defined for each labor cost record. If a user needs to transfer cost to several ACCSs, they must repeat the following

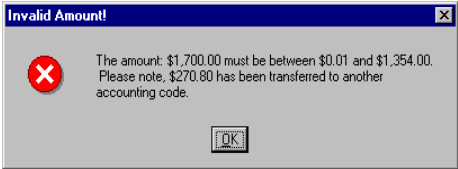
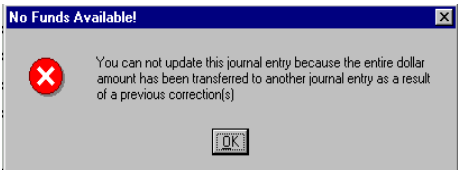
## CBS Detailed Labor Adjustments & Summary Level Transfers

procedure for each different ACCS or use the NFS045 Multiple Detail Labor Cost Project/Task Code Adjustment screen. (For instructions on how to use the NFC045 see Section 5.)


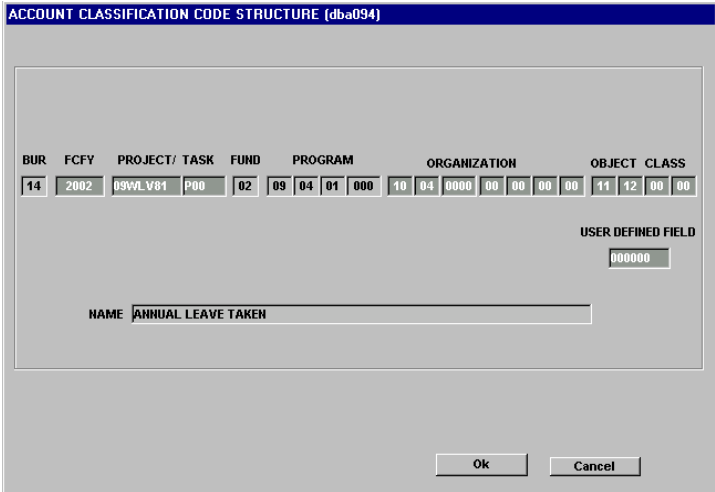
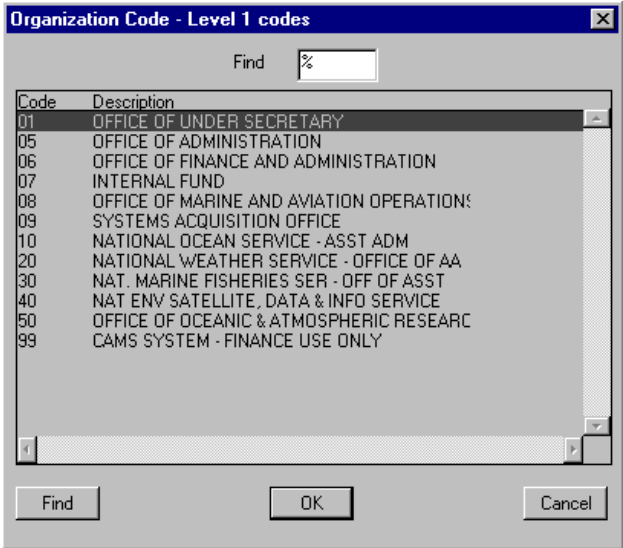
To Update a record:

Step	Description
1	<p>Use the instructions provided in Section 4.6 Query on fields to find the record that needs to be updated.</p> <p>On the Detail Labor Cost screen, highlight the record to be changed and click on the <b>Update Detail</b> button.</p>
2	<p>The Detail Labor Cost Update screen will be displayed on the screen.</p>  <p><i>Note: The fields within the Detail Labor Cost Update screen are automatically populated with the detail data for the record selected on the Detail Labor Cost screen.</i></p>

## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
3	<p data-bbox="293 321 1404 384">Enter the appropriate changes in the Quantity (hours) and amount fields on this screen. The following guidelines apply when making changes to these fields:</p> <p data-bbox="293 401 1404 653"> <b>Quantity</b> No entries are entered in this field unless splitting the transaction into multiple ACCS entries.  For work and leave records, the system will automatically re-compute the amount displayed in the Amount field when the number of hours in the Quantity field is changed.  The Quantity field is disabled on all benefit records and "0" will be displayed in that field. </p> <p data-bbox="293 669 1404 873"> <b>Amount</b> For work and leave records, the system will automatically re-compute the number or hours in the Quantity field when changing the amount in the Amount field.  The user must enter a valid numeric value that falls between established ranges (from .01 to the remaining positive balance, or -.01 to the negative remaining balance). </p> <div data-bbox="500 884 954 1052">  <p>The screenshot shows an error dialog box titled "Invalid Amount!". It contains a red 'X' icon and the text: "The amount: \$1,700.00 must be between \$0.01 and \$1,354.00. Please note, \$270.80 has been transferred to another accounting code." There is an "OK" button at the bottom right.</p> </div> <p data-bbox="500 1094 1404 1287">The system will display the following error message if the user attempts to make a change that does not fall within established ranges. (Established ranges are between .01 and the remaining balance for positive figures and -.01 and the negative remaining balance for negative figures.) <i>Note: The message displays the appropriate dollar amount ranges for the selected record.</i></p> <div data-bbox="500 1297 954 1465">  <p>The screenshot shows an error dialog box titled "No Funds Available!". It contains a red 'X' icon and the text: "You can not update this journal entry because the entire dollar amount has been transferred to another journal entry as a result of a previous correction(s)." There is an "OK" button at the bottom right.</p> </div> <p data-bbox="500 1503 1404 1566">The system will display the following message when there is no longer any cost available to be transferred:</p> <p data-bbox="293 1604 1404 1776"> <b>Trans Code</b> The system will automatically clear the Transaction Code field when an invalid ACCS entry is made in the ACCS window. This field must be reentered before the record may be saved.  Double clicking on the Trans (Transaction) Code field will display a list of values. </p> <p data-bbox="293 1814 1404 1944"><i>Note: All other fields on the Detail Labor Cost Update screen are for display only. However, the Fund Code Fiscal Year, Project, Task, Program, Organization, Object Class, User Defined, and Fund Code fields may be updated in the Account Classification Code Structure (dba094) screen.</i></p>

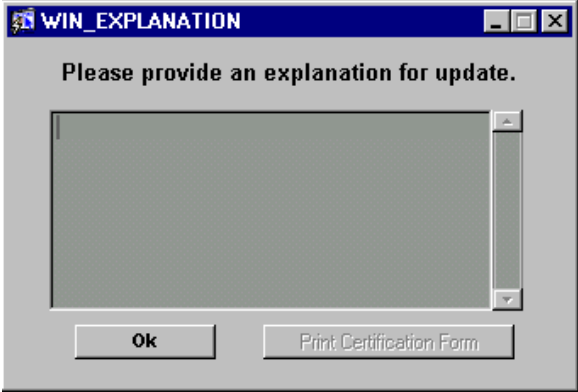


## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
4	<p>Click on the button. </p> <p>The Account Classification Code Structure (dba094) will be displayed on the screen.</p>  <p>Users may update the FCFY, Project, Task, Organization (seven-levels), Object Class (four-levels), and User defined fields in the ACCS window. The Fund and Program Code fields are derived from the Project Code and may change as adjustments are made to the Project Code.</p> <p>Type the changes in the appropriate ACCS field(s) or select a value from the list of values.</p>  <p>To use the List of Values, double-click in the Project, Task, Organization (7 levels), or Object Class (4 levels) field to display the list of values for that field.</p>

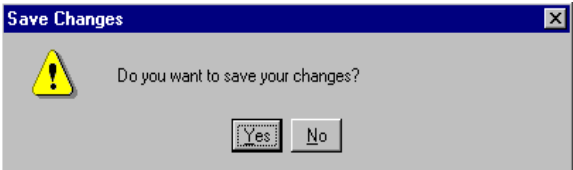
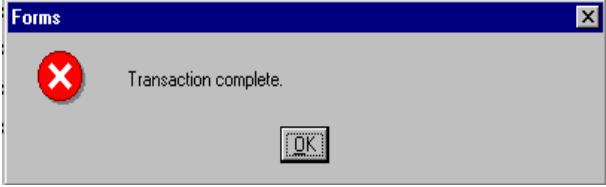

## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
<p>4 Cont</p>	<p>The value will appear highlighted in the selection list. Click <b>OK</b> to exit the List of values and insert the selected value in the field.</p> <p>To select a value either:</p> <ul style="list-style-type: none"> <li>◆ Use the scroll bar to move up and down through the selection list to find the appropriate code and click on the selected value, or</li> <li>◆ Enter the value in the <b>Find</b> field and press the <b>Find</b> button.</li> </ul> <p><i>Note: If the entire value is not known, users may use wildcards in the Find field to help locate the appropriate code.</i></p>
<p>5</p>	<div data-bbox="293 1024 914 1192" data-label="Image"> </div> <p>The system will not allow a user to move to another field if an invalid or inactive value has been entered. When this occurs the system will display an error message on the message line. (The error message shown below is displayed. Click the</p> <div data-bbox="293 1304 435 1367" data-label="Image"> </div> <p>button to clear the message.)</p> <p>Enter a valid value in the field.</p> <p>Once all adjustment values have been entered on the ACCS window, click the button.</p> <div data-bbox="293 1507 435 1570" data-label="Image"> </div>




## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
6	<div data-bbox="293 321 867 709">  </div> <p>The system will return to the Detail Labor Cost Update screen.</p> <p>Click the  or  button to save the record.</p> <p>The Explanation pop-up will be displayed on the screen.</p> <p>Enter a explanation for the change.</p> <p>Click Ok to accept the changes and exit the pop-up window.</p> <p><i>Note: Users may not exit this window without entering an explanation.</i></p>

## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
7	<div data-bbox="358 317 927 485">  </div> <p data-bbox="358 464 1338 527">A system prompt will be displayed asking the user if they want to save their changes.</p> <p data-bbox="293 562 1386 594">Respond Yes to save the record. The system will edit the record before saving the document.</p> <div data-bbox="293 594 894 779">  </div> <p data-bbox="293 814 1406 877">If the record successfully passes all edits, message will be displayed stating that the transaction is complete.</p> <div data-bbox="293 947 886 1125">  </div> <p data-bbox="293 1161 1390 1262">However, if the record does not successfully pass edits, the following error message will appear on the screen. This message usually mean that the Trans Code field is blank. Use the list of values to select the Trans Code and click the Save button again.</p> <p data-bbox="293 1297 1390 1360"><i>Note: Entering a invalid value in the ACCS window will occasionally clear Transaction Code field.</i></p> <p data-bbox="293 1396 1344 1459">Responding No to the Save prompt will close the Notes window and return the user to the Detail Labor Cost Update screen. Users may then make additional change as required.</p>
8	<p data-bbox="293 1486 1300 1587">Once an adjustment record has successfully been saved, the system will generate the appropriate reversal labor cost record offsetting the adjustment. These records will be displayed at the end of the Detail Labor Cost screen as unapproved entries.</p>

## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
9	<p>Place the cursor on either the reversal or the corrected record then click the  icon. The Explanation window will be displayed on the screen.</p> <p><i>Note:</i> </p> <p><i>The button has been activated.</i></p> <p>If needed, the user may modify the message at this point.</p> <p><i>Note: When accessing the explanation record using this method, any changes to the explanation will <u>not</u> automatically be applied to the offsetting record. To enter this change to the offsetting record repeat this step.</i></p> <p></p> <p>Click the button to print the Detail Labor Cost Adjustment Certification Form.</p> <p>Once the Detail Labor Cost Adjustment form has been printed, retain it for your records. Then email FRD in Germantown the GJ number, amount, and date. If the transfer crosses FMCs then FRD must receive notification from both FMCs. This may be accomplished by using one the following methods:</p> <ul style="list-style-type: none"> <li>◆ The initiating FMC will email the second FMC a notification of the adjustment. Then the second FMC will forward the email to the FRD indicating they concur with the adjustment; or</li> <li>◆ Both FMCs will individually email the FRD a notification indicating they concur with the adjustment.</li> </ul> <p><i>Note: The adjustment will not be posted to the CFS Trial or Fund tables until the transaction has been approved by the FRD Approving Official.</i></p>



## CBS Detailed Labor Adjustments & Summary Level Transfers

### 4.8 Updating a Explanation Record



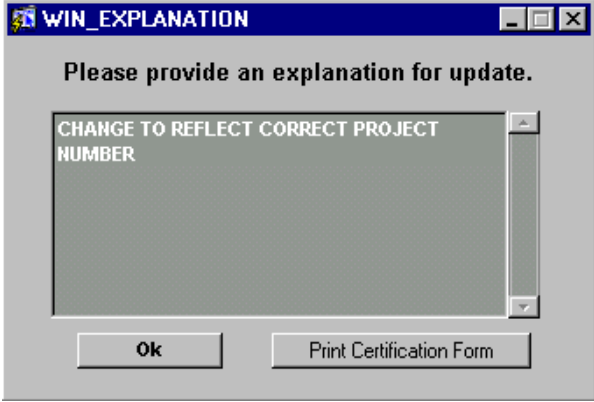


The Explanation window is used to enter a brief description for an adjustment. When creating an adjustment the system requires the user to enter a reason for the adjustment in a Explanation Pop-up window. This note will be linked to both the adjustment and the reversal transactions. Occasionally, a user may need to update the explanation attached to the adjustment and/or the reversal. If this should occur users may access the Explanation window from the Detail labor Cost screen.

**Note:** When modifying an existing note, the changes will be applied to the selected record only.



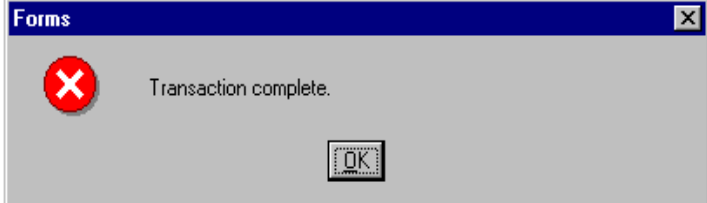
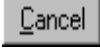
To Update a Note:

<i>Step</i>	<i>Description</i>
1	Use the instructions provided in Section 4.6 Query for a Labor Cost Record to find the record that needs the note updated.

## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
2	<p>Use the Up and Down arrow button to browse through the list of records.</p> <p><i>Note: The</i>   <i>icon on the menu bar will be enabled when the cursor points to a record that has a note attached.</i></p> <p>Click on the   icon to open the note. The Explanation window will open displaying the existing note in the description field.</p>  <p>The user may than make any required updates in the Explanation field. When finished updating the record, click the   button to print the certification form.</p> <p>After Printing the form, click the  to exit the Explanation window.</p> <p>The system will return to the Detail Labor Cost screen.</p>

## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
3	<p>Moving to another record or clicking the Exit icon will display the following system prompt:</p>  <p>Click the  button to save. The following message will be displayed indicating that the transaction has been completed.</p>  <p><i>Note: Clicking the  button will delete any changes that have been made to the explanation.</i></p>

### 4.9 Detail Labor Cost Certification Form

The Detail Labor Cost Adjustment Certification Form is generated to certify that an adjustment is proper and the explanation for the adjustment is complete. The adjustment will not be posted to the CFS Trial and Funds Control Tables until final approval has been given by the Finance Office.



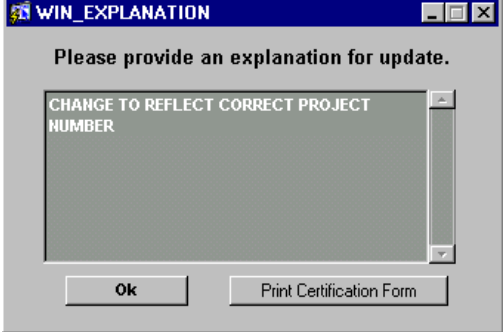

This form is divided into three segments:

- ◆ Explanation for the Adjustment
- ◆ Transaction Detail
- ◆ Certification


#### 4.9.1 Printing a Detail Labor Cost Certification Form

To Print the Detail Labor Cost Certification Form:

## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
1	<p>Use the instructions provided in Section 4.6 Query for a Labor Cost Record to find the record that needs to have a certification form printed.</p>
2	<p>Use the Up and Down arrow button to browse through the list of records.</p> <p><i>Note: The</i>   <i>icon on the menu bar will become activated when the cursor points to a record that has a note attached.</i></p> <p>Click on the   icon to open the note.</p>
3	<p>The Explanation window will open displaying the existing note in the description field.</p>   <p>Click the button to print out the Detail Labor Cost Certification Form for the selected item.</p>

## CBS Detailed Labor Adjustments & Summary Level Transfers

Step	Description
4	<p>A Report Progress dialog box will appear. User action is not required, unless they wish to exit without producing a report by pressing the <b>Cancel Report</b> button.</p> <div data-bbox="459 451 1162 814" data-label="Image"> </div> <p>Once the report is completed the system will return to Explanation window.</p> <p>Click the  button to exit the Explanation window.</p>

### 4.9.2 Detail Labor Cost Adjustment Certification Form Example

Attributes of the report are as follows:

**Report Header:** The report header consist of the name of the report and the date the report was printed.

**Report Body:** The report displays the explanation for the adjustment, the Employee number and name, pay period covered, pay period processed, general journal post date. In additional the report contains the Record Type (Original, Adjustment, Reversal), General Journal number, General Ledger End Date, Fund Code Fiscal Year, Transaction Code, Bureau Code, Project Code, Task Code, Fund Code, Program Code, Organization Code, Object Class Code, User Defined Code, the Hours and the Amount of the original record, the adjustment and the reversal record.

**Report Sample:** An example of the Detail Labor Cost Adjustment Certification form is displayed on page 30.

## CBS Detailed Labor Adjustments & Summary Level Transfers

### 4.10 Notification Email to FRD

The rules for the notification email to inform the FRD about the Detail Labor Adjustment are as follows:

1. The FRD email address for DLA's is **DetailLaborNotification@noaa.gov**.
2. The user must generate an email to FRD informing them that a Detail Labor Adjustment has been completed and is ready for their approval. The notification email must be sent to FRD otherwise they will not be aware of the transaction to approve.
3. The User must address the email to the appropriate individuals in FRD.
4. In those cases where the detailed Labor Adjustment crosses FMC's the email should be addressed to the affected FMC. Then the affected FMC will forward the email to the FRD addresses shown above stating their concurrence or non-concurrence with the adjustment.
5. The email SUBJECT line must include the GJ number, the dollar amount, and the date the adjustment was made. The FRD personnel will reply to the email (i.e., REPLY ALL) when the adjustment has been approved or with a special message stating why the adjustment has not been approved.
6. Sample emails covering several adjustment scenarios are provided on the following pages 31 - 33.

## CBS Detailed Labor Adjustments & Summary Level Transfers

This page was intentionally left blank.

CBS Detailed Labor Adjustments & Summary Level Transfers

**Detail Labor Cost Adjustment Certification Form**

**05 APR 2004**

**Explanation for the Adjustment**

CORRECT PROJECT AND ORGANIZATION CODE FOR \$400 AWARD FOR THOMAS JEFFERSON.

Transaction Detail

<u>Emp #</u>	<u>Name</u>	<u>Pay Period Covered</u>	<u>Pay Period Processed</u>	<u>GJ Post Date</u>
1776	THOMAS JEFFERSON	4 - 04	4 - 04	31 MAR 2004

<u>Record Type</u>	<u>GJ#</u>	<u>GL End Date</u>	<u>FCFY</u>	<u>Tran Code</u>	<u>Bureau Code</u>	<u>Project</u>	<u>Task</u>	<u>Fund</u>	<u>Program</u>	<u>Organization</u>	<u>Object Class</u>	<u>User Defined</u>	<u>Hours</u>	<u>Amount</u>
Original	30482	31 MAR 2004	2004	LB1010	14	B8M1USA	P00	27	04-09-12-000	01-00-0000-00-00-00-00	11-59-00-00	000000	0.00	\$400.00
Adjustment	30531	31 MAR 2004	2004	LB1010	14	B8MVAVA	P00	27	04-09-12-000	01-00-0000-00-00-00-00	11-59-00-00	000000	0.00	\$400.00
Reversal	30531	31 MAR 2004	2004	LB1010	14	B8M1USA	P00	27	04-09-12-000	01-00-0000-00-00-00-00	11-59-00-00	000000	0.00	-\$400.00

**Certification**

Anyone who knowingly and willfully falsifies, conceals or covers up a material fact, makes fraudulent statements or representations, or makes or uses any false writing or document knowing that same to contain any false, fictitious, or fraudulent statement or entry shall be fined not more than \$10,000 or imprisoned not more than 5 years, or both.

I (we) have read and understand the above false certification warning and certify that the adjustments requested are proper and that the explanations given are complete and accurate. Signature of requesting/receiving division representatives must be include on the listing.

Signature of Requesting Division: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Receiving Division: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

FIN: \_\_\_\_Approved \_\_\_\_Disapproved Date: \_\_\_\_\_ Signature FIN: \_\_\_\_\_



## CBS Detailed Labor Adjustments & Summary Level Transfers

### **NOTIFICATION EMAIL SAMPLE 1** **Detailed Labor Adjustment** **that does not Cross FMC's**

The screenshot shows an email client window with a menu bar (File, Edit, View, Insert, Format, Options, Tools, Help) and a toolbar with icons for Send, Contacts, Spell, Attach, Security, and Save. The email header fields are as follows:

From:	Fred Perry <fred.perry@noaa.gov> - Mail for fred.perry@mail.pers.noaa.gov
To:	DetailLaborAdjustments <DetailLaborAdjustments@noaa.gov>
Subject:	GJ # 12345, \$35.00, Jan 26, 2004

Below the header is a text area with a "Body Text" dropdown and a "Variable Width" dropdown. The text area contains the following content:

Please approve the Detailed Labor Cost Adjustment mentioned in the subject line above. Call me if you have any questions.

thanks, fred p|

--

Fred Perry  
Financial Systems Division  
Budget Execution and Cost Analyst Team  
Voice: 301-444-2815; Fax: 301-444-2843

## CBS Detailed Labor Adjustments & Summary Level Transfers

### NOTIFICATION EMAIL SAMPLE 2

#### Detailed Labor Adjustment that Crosses FMC's

Compose: GJ # 12345, \$250.00, Jan 26, 2004

File Edit View Insert Format Options Tools Help

Send Contacts Spell Attach Security Save

From: Fred Perry <fred.perry@noaa.gov> - Mail for fred.perry@mail.nems.noaa.gov

To: Anna Lovett <ann.lovett@noaa.gov>

Subject: GJ # 12345, \$250.00, Jan 26, 2004

Body Text Fixed Width

I did a Detailed Labor Cost Adjustment for employee George Washington, to change the organization to your FMC for the Cash Award you gave him in pp 25.

Please forward this email to FRD indicating that you concur with the Detailed Labor Cost Adjustment. |

FMC Details:

FROM:	OFA	06-04	approver:	Fred Perry
TO:	<u>NMFS</u>	30-99	approver:	Ann Lovett

thanks, fred p

--  
Fred Perry  
Financial Systems Division  
Budget Execution and Cost Analyst Team

## CBS Detailed Labor Adjustments & Summary Level Transfers

### NOTIFICATION EMAIL SAMPLE 3

#### Detailed Labor Adjustment

#### One Email for Multiple Adjustments

File Edit View Insert Format Options Tools Help

Send Contacts Spell Attach Security Save

From: Fred Perry <fred.perry@noaa.gov> - Mail for fred.perry@mail.nmfs.noaa.gov

To: DetailLaborAdjustments <DetailLaborAdjustments@noaa.gov>

Subject: Multiple Detailed Labor Cost Adjustments, Jan 26, 2004

Body Text Variable Width

**B** *I* U **:=** **1:=** **←** **→** **≡**

Please approve the following Detailed Labor Cost Adjustments done by me on Jan 26, 2004.

GJ #	Dollar Amount
12345	\$37.50
45678	\$250.00
56789	\$12.95

thanks, fred p

--

Fred Perry  
Financial Systems Division  
Budget Execution and Cost Analyst Team  
Voice: 301 444 3815 Fax: 301 444 3843

## CBS Detailed Labor Adjustments & Summary Level Transfers